

City of Miami Springs  
201 Westward Drive  
Miami Springs, Fl. 33166

## REQUEST FOR QUALIFIED INTEREST (RFQI)

### PROFESSIONAL SERVICES FOR NEW MULTI-PURPOSE / SENIOR CENTER FACILITY

**INTENT:** It is the city's intent to hire a professional(s) to assist in the developmental planning, designing and construction stages of a new multi-purpose / Senior Center facility, with a primary use as a Senior Center.

To allow fair and open competition we are seeking responses from interested professional's who have the expertise, knowledge and design experience, specifically specializing in Senior or elderly centers, in assisting the City with designing a facility that accommodates younger and older seniors, with various levels of capabilities and mobility, and that meets the continually changing needs of our seniors.

**SCOPE OF SERVICES:** Assist the City with the following:

#### Programming and Master Planning -

- Assist with the programming requirements for the new multi-purpose / Senior Center facility
- Identify building options - one or two story facility
- Determine the square footage needed to accommodate the various programs and any future ones
- Property size required to accommodate the building, green space and parking
- Amenities needed to accommodate seniors - lighting, furniture, ADA compliance, etc.
- Determine a cost estimation of the new facility
- Parking, driveways and sidewalks/ramp requirements

#### Design and RFP process -

- Assist the City with evaluating RFP responses and making a recommendation for award
- Assist the City and the Architect and Engineer of Record to design a fully bid-able set of plans and criteria package; or
- Provide a fully bid-able set of plans and criteria package.

#### Permitting and Construction Administration -

- Assist the City, the Architect of Record, and the contractor with the permitting process
- Assist the City with construction supervision to ensure that the construction is in accordance with the contract plans and documents.

**PRE-SOLICITATION MEETING/CONFERENCE:** Professionals who seek to discuss this RFQI in more detail may make arrangements for a meeting/conference call by contacting Tammy Romero at 305-805-5035 or by email at [romerot@miamisprings-fl.gov](mailto:romerot@miamisprings-fl.gov) to schedule an appointment.

**TIME FRAME:** The City is currently seeking professionals to assist with the process of designing the new multi-purpose / Senior Center facility. Once a professional has been hired, we will continue moving forward with advertising the final design and bid criteria package (as developed with the assistance of the hired professional) to construct the new facility.

RESPONSE REQUIREMENTS: Professionals must provide at minimum the following:

- Name of Firm (if applicable), address, contact name/titles, phone numbers and email addresses
- Professional Background and credentials
- Demonstrate Professional experience with past jobs completed within the past 3 years
- List references: Name, address, contact/title, phone numbers and email addresses

Provide a statement that all support is provided by professional responding to this RFQI and not by a third party.

This RFQI request is for purposes of inquiring how many professionals (specifically specializing in Senior or elderly centers) are in the field that provide the above described services. There will be no contract awarded as a result of this Request. Nothing in the vendor's response will be considered to be an offer, nor result in a binding obligation on behalf of the City of Miami Springs should we determine to adopt or incorporate a Vendor's approach, process or recommendation as contained in the Vendor's response.

As a result of this RFQI, the City may request at a later date, proposals from qualified respondents.

RESPONSES: Interested professionals must respond by September 23rd on or before 5:00 p.m. as follows:

Attn: Tammy Romero, ACM  
201 Westward Drive  
Miami Springs, Fl. 33166

Labeled: PROFESSIONAL SERVICES FOR NEW MULTI-PURPOSE / SENIOR CENTER FACILITY